**KvuPvgvj µq bxwZgvjv**

 **Sourcing/ procurement of goods Policy**

 cwjwm c~bms¯‹ib t 01-12-2021

 cwjwm ev¯Íevqb Ki‡eb t gvbe m¤ú` I cÖkvmb wefvM

 cwiwmi mve©K ZË¡veavb Ki‡eb t e¨ve¯’vcK (cÖkvmb I gvbe m¤ú` wefvM)

 **µq cÖK‡íi E‡Ïk¨t**

**µq wewagvjvi mvgwMÖK D‡Ïk¨ nj .......................................... †hb m‡ev©”P gv‡bi cb¨ µq Ki‡Z cv‡i Ges Zvi gvb †hb m‡ev©”P \_v‡K Zv wbwðZ Kiv|c‡b¨i ¸bMZ gvb wVK †i‡L cb¨ µ‡qi cÖwµqv‡K mnR Kivi Rb¨ GB bxwZgvjv Abymib Kiv nq|GB bxwZ gvjvwU µ‡qi mv‡\_ RwoZ mg¯Í Kgx©‡`i Ges mKjcÖKvi msMÖ‡ni †ÿ‡Î cÖ‡hvR¨|**

**µq cÖK‡íi KwgwUt**

**µq msµvšÍ e¨vcv‡i KwgwU m`m¨iv hLb cÖ‡qvRb g‡b Ki‡e ZLb mfv Ki‡e|**

**KwgwUi Rb¨ g~j kZ©vw` njt**

**1)cyi¯‹v‡ii `icÎ**

**2)Av‡`k Aby‡gv`b**

**3)cyi¯‹vi Pzw³**

**4)wfbœ kZv©ejxi Pzw³i Aby‡gv`b**

**`vwqZ¡ e›Ubt**

**`vwqZ¡ ¸wj h\_vh\_ fv‡e fvM Kiv \_vK‡Z n‡et**

**1)GKRb e¨vw³ †h GKRm we‡µZvi KvQ †\_‡K GKwU wbw`©ó cb¨ µ‡qi Av‡`k †`q|**

**2)cb¨ mieivnKvixi KvQ †\_‡K mwVK cb¨ ey‡S †c‡q †µZv cy‡ivcywi mš‘ó n‡e|**

**3)GKRb e¨vw³ †h Zvi †`vKv‡bi Rb¨ cb¨ †bq|**

**4)GKRb e¨vw³ †h Avw\_©K †jb‡`‡bi m¤§wZ cÖ`vb K‡i|**

**cÖKí cwiKíbvt**

**msMÖn cwiKíbv nj evwl©K ev‡R‡Ui GKwU Ask|cÖ‡Z¨K wefvwMq cÖavb Zvi evrmwiK µq cwiKíbvi gva¨‡g evrmwiK wfwË‡Z Zvi cÖK‡íi Rb¨ AvbygvwbK ev‡RU cÖ‡bvqb Ki‡eb hv eQ‡ii wewfbœ mg‡q wZwb Zvi cÖ‡qvRb Abyhvwq µq Ki‡eb| GKRb µq Awdmvi cwiKíbv Abyhvwq cb¨ µ‡hi wiKzwRkb †`‡eb| µq KwgwU cÖwZeQ‡ii ïiæ‡Z Gwcø‡KkbwU wb‡q mfv Ki‡e Ges eQ‡ii gvS w`‡K ¸iæZ¡ Abyhvwq Avevi Av‡jvPbv Ki‡e|cÖK‡íi mgš^qK PzovšÍ Aby‡gv`‡bi Rb¨ wbe©vwn cwiPvj‡Ki KvQ cÖK‡íi Lmov cvVv‡eb Zvi Aby‡gv`‡bi Rb¨|**

**cÖK‡íi cÖ‡qvRbxqZvt**

**me mywbw`©ó µq weµq cÖwµqv wbw`©ó wefv‡Mi gva¨‡g Ki‡Z n‡e|cÖ‡Z¨KwU AvB‡Ug †hb ev‡R‡Ui g‡a¨ \_v‡K †mw`‡K †Lqvi ivK‡Z n‡e|evwl©K cwiKíbvi mg‡q †Lqvj ivL‡Z n‡e †hb c‡b¨i wbw`©ó cwigvb ,‡Wwjfvwi †WU, BZ¨vw` welq My‡jv †hb mwVK fv‡e \_v‡K|Gme Z\_¨ M‡jv AcwiKwíZ ev Riæwi mieiv‡ni †ÿ‡Î e¨en«Z nq|**

**wcAvi dig wU wb¤œ wjwLZ welq¸wj \_v‡Kt**

**1)cÖ‡qvRbxq AvB‡Ug**

**2)cwigvb**

**3)‡Wwjfvwi ZvwiL I Ae¯’vb**

**4)Av¨vEw›Us‡qi Z\_¨**

**5)msMÖn Av¨wcø‡KkbwU/ev‡R‡Ui g‡a¨ i‡q‡Q ev Riæwi ev AcwiKwíZ**

**6)cÖ¯ÍZKvwii ¯^vÿi**

**7) wefvMxq cÖav‡bi ¯^ÿi|**

**wKQ `vZv Zv‡`i Znwe‡ji cÖKí msµšÍ cÖ‡hvRbvi mg‡q wKQ kZ© ev wb‡lavT&Mvi Rb¨ cÖ‡qvRbxq wKQz wb‡`©k †`q& cb¨ I cwi‡levw` msMÖ‡ni †ÿ‡Î GB RvZxq `vZvi cÖ‡qvRbxqZv I wewawb‡la ¸wj ...................................... Gi msMÖ‡ni wb‡`©wkKv ¸wji KvVv‡gvi g‡a¨ ch©‡eÿb Kiv ,wbwðZ Kivi `vwqZ¡ µq KwgwUi| mKj ai‡bi wiKzwRk‡b wefvwMq cÖavb‡`i ¯^ÿi \_vK‡Z n‡e|**

**µq wbqš¿b t**

**cb¨ I cwi‡mev ¸‡jv †KejgvÎ Riæwi cwiw¯’‡Z Aby‡gvw`Z ev‡R‡Ui g‡a¨B msMÖn Ki‡Z n‡e hv cwiPvj‡Ki Øviv ¯^vÿwiZ n‡Z n‡e|Kv‡RB ev‡RU cÖ¯‘Z Kivi Rb¨ `vqe× nevi cvkvcvwk wefvwMq cÖavb‡`i Aek¨B wbwðZ nIqv DwPr †h mviv eQi a‡i cÖ‡qvRwbq hv wKQ y Zv ev‡R‡Ui g‡a¨ i‡q‡Q|µq Awdmvi µq Kvh©µ‡g ch©vqµwgK †PK cwiPvjbvq cÖ‡hvRbvv Kg© KZ©v‡K mnvqZv Ki‡e|wb‡¤œv³ welq ¸‡jv wbwkÍ n‡q Aby‡gv`b Kvwi e¨vw³ ¯^vÿi Ki‡ebt**

**1)mwVK cwigv‡bi cb¨ MÖnb Kiv n‡q‡Q Ges ¯^ÿwiZ n‡q‡Q|**

**2)c‡b¨i gvb I `vg mwVK |**

**3)weZib Kiv mg¯Í cb¨ wbivc‡` †cŠ‡Q‡Q Ges Bb‡f›Uwi †iKW©¸‡jv h\_vh‡\_vfv‡e Avc‡WU Kiv n‡q‡Q|**

**4)‡Wwjfvwi †bvUwU †PK Kiv , ¯^ÿwiZ Ges Pvjv‡bi Rb¨ wdb¨vÝ Kg©KZ©v A‡cÿv iZ|**

**µq Kg©Pvwi Ges msMªn KwgwUi mKj m`m¨‡`i GKwU Ó ¯^v\_©we‡ivaÓ bw\_‡Z ¯^ÿi Ki‡e hv‡Z D‡jøL \_vK‡e †h Zviv ‡Kvb my` ms¯’vi KvQ †\_‡K cb¨ †b‡e bv|**

**µq cÖwµqv cÖwZ‡e`b t**

**wiKzwRmb cÖvwßi c‡i µq Awdmvi cÖ\_‡g hvPvB Ki‡eb †h Zv Aby‡gv`b Kvixi m&vÿi n‡q‡Q wKbv|Zvic‡i wZwb µq cÖwZ‡e`b IqvK©wk‡U cÖ‡qvRwbq weeib cÖKvk Ki‡eb|Gic‡i wZwb cb¨wU †mvwm©s Gi cÖwµqv ïiæ Ki‡eb|µq cÖwZ‡e`b IqvK©wkUwU cÖvwßi mv‡\_ mv‡\_ cÖ‡qvRwbqZv cÖwZdwjZ Kivi Rb¨ Avc‡WU Kiv nq| GwU‡Z cÖwZwU msMÖ‡ni cÖ‡qvRwbqZv w¯’wZi Z\_¨I i‡q‡Q,cÖ\_¨vwkZ weZi‡bi ZvwiL mn m¤ú~b© GKwU gvwmK we‡kølb µq wefv‡M Rgv w`‡Z nq|µqKvix AvwaKvwiK‡K cÖkvmwbK mnKvix I Avw\_©K Kg©KZv©vi Kv‡Q †cÖibK…Z GKwU Abywjwc Øviv wbe©vwn cwiPvj‡Ki wbKU µq msµvšÍ gvwmK I AvL¨vb msµvšÍ cÖwZ‡e`b Dc¯’vcb Kiv Avek¨K|**

**we‡µZv wbe©vPbt**

**evRv‡ii g‡a¨ †h m‡ev©Ëg `vg, gvb, I mieiv‡ni Rb¨ wbw`©ó mgq wbwðZ Ki‡Z cv‡i Ggb we‡µZv hZœ mnKv‡i wbe©vPb Kiv DwPr|cwiPqcÎ Ges AwZZ cvidig¨Ý Gi Dci wfwË K‡i c«wZwU ai‡bi cb¨ Ges cwi‡mivi Rb¨ Dchy³ †hvM¨Zv m¤úbœ we‡µZv‡`i GKwU ZvwjKv ˆZwi K‡i ivL‡Z n‡e|GwU we‡µZv mbv³Ki‡b AviI `ªZ KvR Ki‡e|eZ©gvb Dcv`vb¸wji we‡ePbvq †bqv n‡q‡Q Zv wbwðZ Kivi Rb¨ we‡µZv‡`i ZvwjKv ch©v‡jvPbv Kiv n‡e Ges ch©vhµ‡g Avc‡WU Kiv n‡e|c~e©ewZ© eQ‡ii we‡µZv‡`i ZvwjKv GKevi µq KwgwUi Øviv Avc‡WU I Aby‡gvw`Z n‡q †M‡j cb¨ µq Ges cwi‡lev ¸wj Kvh©Ki Kiv hvq cÖvK-‡hvM¨Zv mg&cbœ we‡µZv‡`i ZvwjKvq AšÍf’©w³i Rb¨ we‡µZvi wbe©vPb cÖwZ eQ‡i GKevi AbywôZ n‡e Ges GwU µq KwgwU Ki‡e|**

**we‡µZv wbev©Pb cÖwµqvt**

**wb‡¤œv³ cÖwµqv ¸wjB we‡µZv wbe©vP‡bi Rb¨ h‡\_ót**

**1)`vg**

**2)cb¨,cwi‡levi gvb b¨vqm½Z I hvPvB‡hvM¨ n‡Z n‡e|**

**3)cÖ‡qvRwbq mg‡qi g‡a¨ cwi‡lev ¸‡jvi cÖvc¨Zv|**

**4)weµ‡qi ciewZ© †mev ¸‡jvi cÖc¨Zv**

**5)`i`vZvi c~e©eZw© Z\_¨, cvid‡g©Ý I cwi‡levi weeib|**

**6)m‡šÍvlRbK cwi‡lev †`evi Rb¨ `i`vZvi mÿgZv|**

**7)we‡µZvi Avw\_©K w\_wZwkjZv**

**8)`i`vZvi cÖwZwbwa‡`i mv‡\_ †hvMv‡hvM Kivi ,civgk© Kivi g‡Zv `ÿZv|**

**9)cwi‡kv‡ai kZ©vw`**

**10)Iq¨v‡iw›U †`Iqv**

**11)bgybv mieivn Kivi ÿgZv**

**‡UÛv‡ii Rb¨ cÖ‡qvRwbq cÖwµqvt**

**µq Awdm Ges wewfbœ wefv‡Mi cÖavbiv mv¤¢¨e¨ we‡µZv‡`i mycvwik Ki‡Z cv‡ib Z‡e Avgwš¿Z‡`i wbe©vPb µq KwgwUi we‡ePbvi wfwË‡Z †Q‡o †`qv n‡e| msMÖn Kg©KZv© Avgwš¿Z nIqvi Rb¨ ZvwjKve× cÖwZwU mieivnKvix‡K `ic‡Îi Rb¨ GKwU Avgš¿b †cÖib Ki‡eb|we‡µZviv ....................................... Gi Awdm †\_‡K †UÛvi WKz‡g›U MÖnb Ki‡eb Ges wbw`©ó weW cvIqvi Rb¨ cÖ‡qvRwbI wRwbmcÎ I wek` †Kvb cÖvmw½K Z\_¨ D‡jøL Ki‡eb| mg¯Í mieivnKvix‡`i Aek¨B G&KB Z\_¨ MÖnb Ki‡Z n‡e|**

**wWjvi I mieivnKvix‡`i e¨envit**

**¸bgvb, wbf©i‡hvM¨Zv Ges mg‡qvc‡qvMxKi‡Yi ¯^v‡\_©, µq Awdmvi wbqvgZ µqµZ c‡b¨vi g~j e¨vemvwq‡`iµq Pzw³ ev Pzw³ ¯’vcb Ki‡Z cv‡ib|Ab¨vb¨ Kvib¸wji Kvi‡b †hLv‡b m¤¢e,µq Kvh©vjq mieivnKvix ev Pvjv‡bi b¨vh¨Zvi Rb¨ g~j¨ wbav©i‡bi Rb¨ †KvbI c×wZi mv‡\_ †iU Ges Qv‡oi wel‡q Av‡jvPbv Ki‡e|Zviv cÖwZ‡hvwMZv g~jK wKb&v Zv wbwðZ Ki‡Z GB Pyw³¸wj Ges g~j¨¸wji evwm©K ch©v‡jvPbv Kiv DwPZ|**

**we‡µZvi mv‡\_ ¯’vbxq µq Av‡`k (GjwcI)**

**GjwcI we‡µZvi mv‡\_ Pzw³ nj weZK©i †ÿ‡Î mieivnK…K cb¨ I cwi‡levw` m¤úwK©Z weZib, A\_© cÖ`vb Ges mvwjk msµvšÍ ÷¨vÛvW© kZv©w` hy³ \_vK‡Z n‡e| hw` Pzw³¸wj mywbw`©ó Ges ¯úó nq Z‡e we‡iv‡ai m¤¢vebv n«vm cv‡e Ges ...................................... Gi cÖZ¨vkvi g‡Zv cb¨ I cwi‡levw` MÖn‡bi A‡bK †ewk m¤¢vebv cv‡e|GKRb we‡µZvi evQvB‡qi c‡i, AvBbZ eva¨Zvg~jK Pzw³ ev Kvhv©‡`‡ki Rb¨ cª‡kœ cb¨ Ges cwi‡levw`i Rb¨ Aw¼Z Ki‡Z n‡e GesmsMÖ‡ni Av‡M Dfq c‡ÿi ¯^vÿi Kiv DwPZ|wek` weeib ,cwigvb ,BDwb‡Ui `vg¸wj, †Wwjfvwii mgqmxgv, Aem&Tvb¸wj Ges cÖ`v‡bi mgqm~wP ¸wji GB RvZxq Pzw³‡Z wbw`©ó Kiv Avek¨K|**

**cb¨ cwi‡levw`¸wj‡K mvwU©wd‡KU cÖ`vbt**

**µq cÖwµqvwU mvwU©wd‡KU e¨vwZZ m¤úbœKiv hvq bv G K\_v †f‡e †h msMÖn Kiv cb¨ Ges cwi‡lev¸wj ..................................................Zv‡`i cÖwZ m¯œÍyó n‡q‡Q|cb¨ Ges cwi‡lev cÖvwßi c×wZwU we‡µZvi m¤ú~b© iæ‡c Zv‡`i eva¨evaKZv c~ib K‡i‡Q Zv wbwðZ Kivi ‡ÿ‡Î ¸iæZ¡c~b©| ............................ hvPvB K‡i‡Q †h cb¨ I cwi‡levMywj Zv‡`i mbš‘wói Rb¨ †c‡q‡Q|mg¯Í¨ †ÿ‡Î cb¨ I cwi‡levw`i cÖvwßi cÖksmvcZ&ª ............................ Gi cÖ‡qvRwbq Ges GB E‡Ï‡k¨ wb¤œwjwLZ wb‡`©wkKv ¸wj Acwinvh©|**

**1)µq Awdmv‡ii wbwðZ nIqv DwPr †h cb¨ I cwi‡lev cixÿv Kiv nq Pzw³ ,Pvjvb I †Wwjfvwi †bv‡Ui Dci wbf©i K‡i|**

**2)cb¨ †WwjWvwii mgq mwVKfv‡e †PK K‡i cb¨ ey‡S wb‡q mKj KvMRc‡Î ¯^vÿi Ki‡e|**

**3) cb¨ †Wwjfvwii mg‡q µq Awdmvi Øviv cb¨ ey‡S bv wb‡q mswkøô Kg©KZv©i ey‡S ‡bqv DwPr|**

**4) wKQz †ÿ‡Î cb¨ MÖnb, cb¨ cwi‡levmg~‡ni †PwKs AvwaKvwiK‡`i Kv‡Q Ac©b Kiv †h‡Z cv‡i|**

**5)wjwLZ KvMR c‡Îi mv‡\_ cb¨ †Wwjfvwii †Kvb Miwgj \_vK‡j Zv µq Kg©KZv©‡K Rvbv‡Z n‡e †hb Zvi weiæ‡× e¨ve¯’v MÖnb Kiv hvq|**

**cvIbvw` cwi‡kva c×wZt**

**µq Kg©KZv© mKj cÖKvi †Wwjfvwi Pvjv‡bi mv‡\_ cb¨ wgwj‡q †`‡Lb| me mwVK \_vK‡j wej wU G¨vKv&D›Um wefv‡M cvVvv‡bv nq|‡mLvb †\_‡K Da©Zb Kg©KZvi Aby‡gv`b mv‡d‡ÿ we‡µZv‡K mg¯Í cÖKvi Avw\_©K †jb‡`b m¤úbœ Kiv nq|**

Aby‡gv`bKvixi ¯^vÿi-

cwiPvjK (G¨vWwgb GÛ Kgcøv‡qÝ)

.............................................